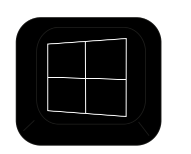
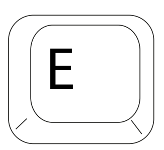
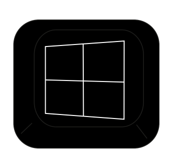
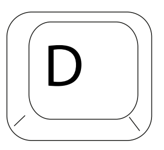
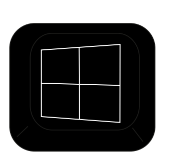
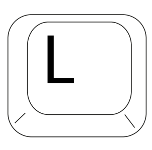
Con la tecla de windows

 + 

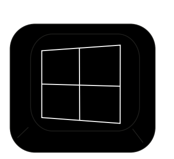
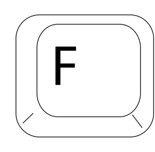
= Abrir explorador de archivos

 + 

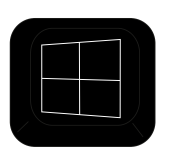
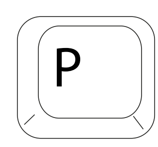
= Mostrar y ocultar escritorio

 + 

= Bloquea el equipo (muy útil por si tienes que hacerlo rápido)

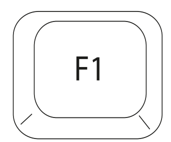
 + 

= Buscar en el PC

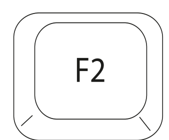
 + 

= Opciones de Proyección

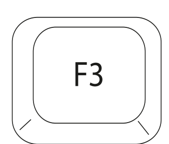
Teclas de función y combinaciones



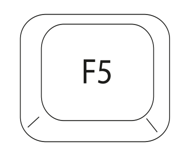
= Ayuda de la aplicación abierta



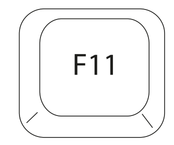
= Cambiar el nombre de un archivo seleccionado



= Buscar (Windows, Outlook, explorer, etc.)

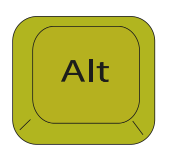


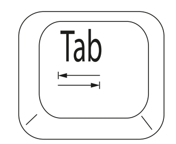
= Actualizar página internet



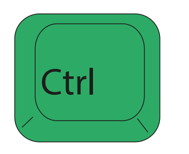
= Pantalla completa navegador

David López Pazos
info@concienciatec.com



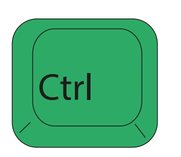
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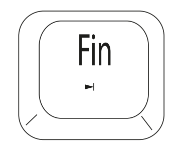
= Cambiar entre las distintas aplicaciones abiertas



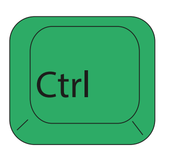
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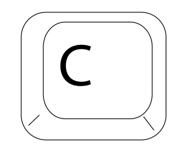

= Va al inicio del documento o de la carpeta actual



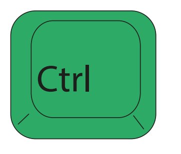
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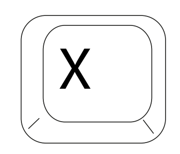
= Va al final del documento o de la carpeta actual



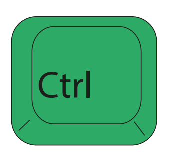
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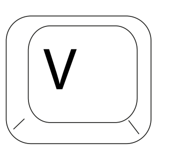
= Copia texto o archivos/ carpetas seleccionados



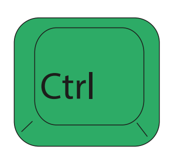
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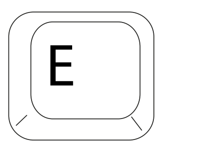
= Corta texto o archivos/ carpetas seleccionados



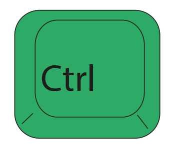
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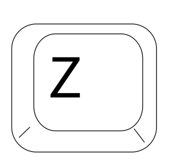
= Pega texto o archivos/ carpetas seleccionados



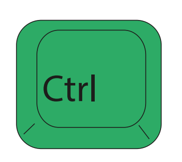
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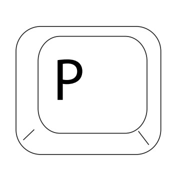
= Selecciona todo (tanto carpetas/archivos como texto)



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= Deshace la última accion realizada

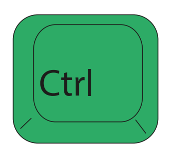


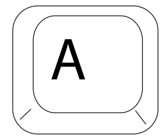
+


= Imprimir - Funciona en practicamente cualquier aplicación

David López Pazos
info@concienciatec.com

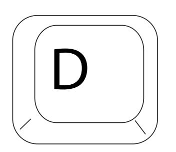
Para internet Explorer



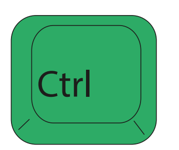
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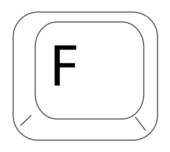
= Selecciona todo el texto de la web



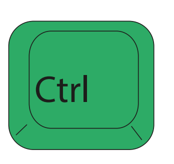
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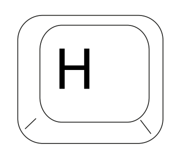
= Añade la web a Favoritos



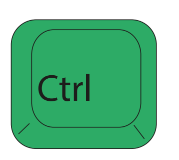
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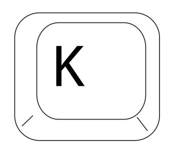
= Buscar dentro de la página actual



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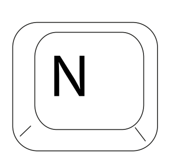
= Abrir el historial de navegación



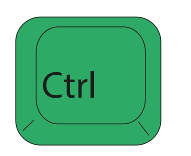
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= Abre la misma página en una pestaña nueva



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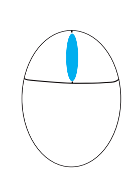
= Abrir una nueva página



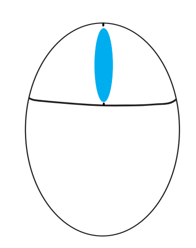
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= Cerrar pestaña actual



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+ Zoom Rueda raton arriba
- Zoom Rueda ratón abajo

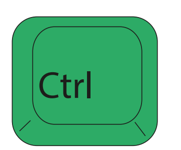


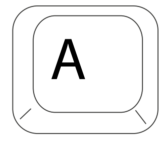
Si pulsas la rueda sobre un enlace lo abre en una pestaña

Si pulsas la rueda una pestaña, la cierra

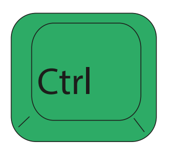
David López Pazos
info@concienciatec.com

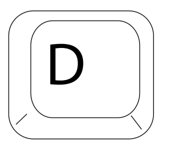
Para Mozilla Firefox



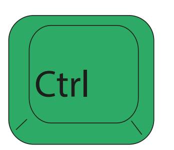
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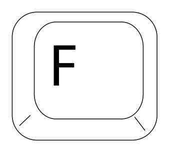
= Selecciona todo el texto de la web



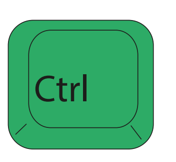
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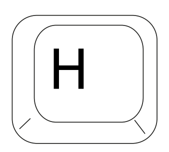
= Añade la web a Marcadores



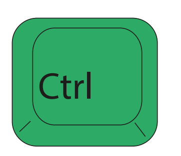
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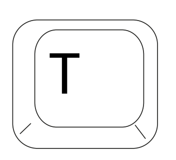
= Buscar dentro de la página actual



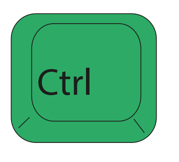
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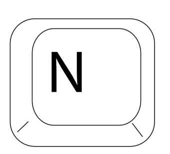
= Abrir el historial de navegación



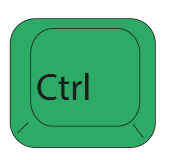
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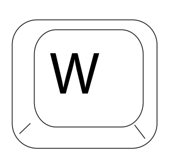
= Nueva Pestaña en blanco



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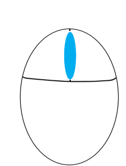
= Abrir una nueva página

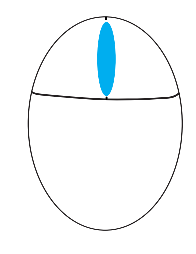


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= Cerrar pestaña actual



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+ Zoom Rueda raton arriba
- Zoom Rueda ratón abajo

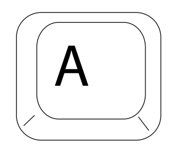


Si pulsas la rueda sobre un enlace lo abre en una pestaña

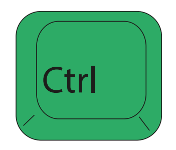
David López Pazos
info@concienciatec.com

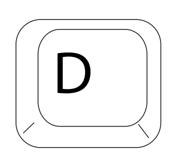
Para Google Chrome



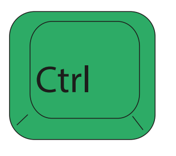



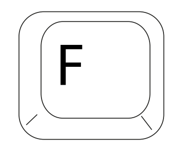
= Selecciona todo el texto de la web



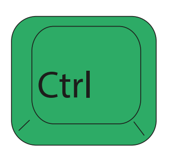
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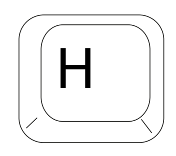
= Añade la web a Marcadores



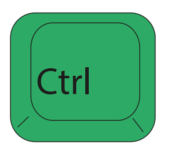
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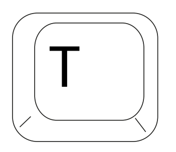
= Buscar dentro de la página actual



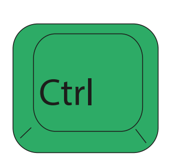
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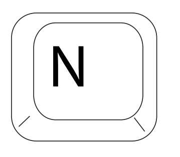
= Abrir el historial de navegación



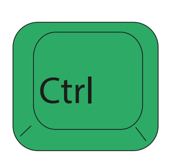
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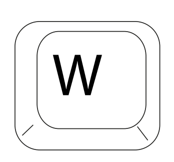
= Nueva Pestaña en blanco



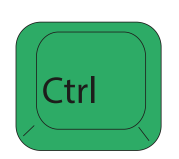
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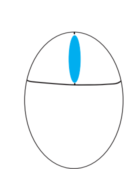
= Abrir una nueva página

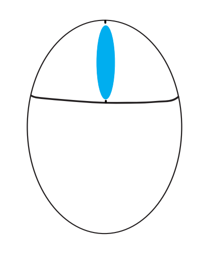


+


= Cerrar pestaña actual



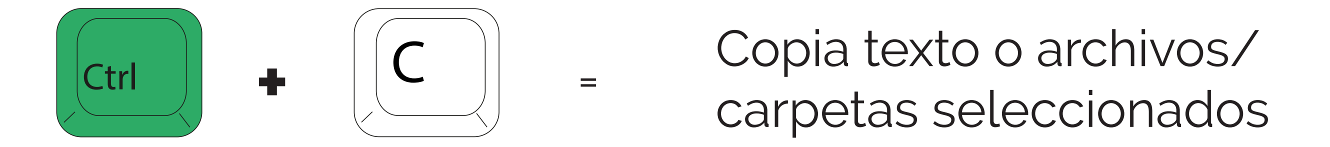
+

=
+ Zoom Rueda raton arriba
- Zoom Rueda ratón abajo



Si pulsas la rueda sobre un enlace lo abre en una pestaña

David López Pazos
info@concienciatec.com

Atajos comunes a casi todas las aplicaciones



Copia texto o archivos/ carpetas seleccionados



Corta texto o archivos/ carpetas seleccionados



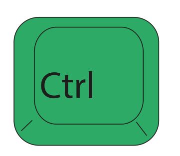
Pega texto o archivos/ carpetas seleccionados

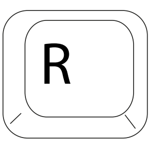


Deshace la última accion realizada

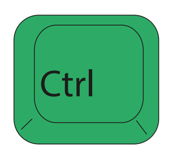
Ctrl + P = Imprimir

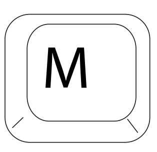
Atajos Outlook 2007



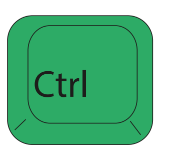
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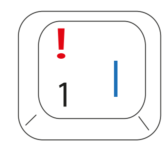
= Responder al Email abierto



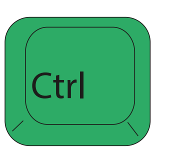
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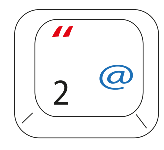
= Enviar y recibir correos



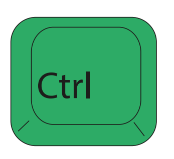
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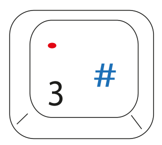
= Ir a correo



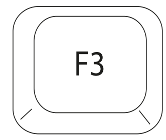
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= Ir a Calendario



+


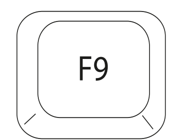
= Ir a Contactos



= Ir al cuadro de búsqueda

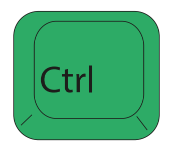


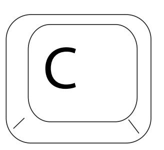
= Corrector ortográfico



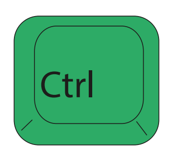
= Envia y recibe correos de todas las cuentas configuradas

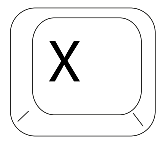
Para Microsoft Office



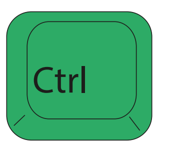
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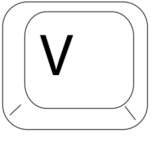
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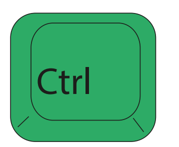
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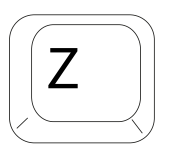
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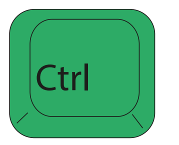
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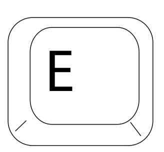
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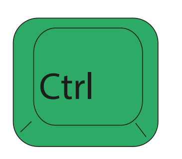
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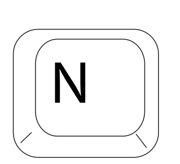
= Deshacer la última acción



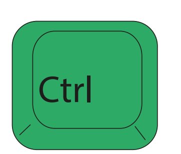
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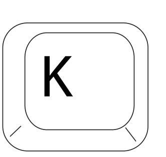
= Seleccionar todos los elementos



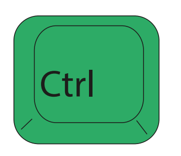
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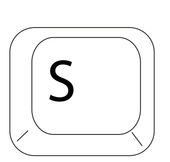
= Formato letra negrita



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= Formato letra cursiva

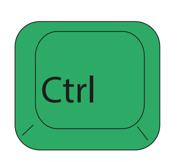


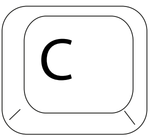
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= Formato letra subrayada

David López Pazos
info@concienciatec.com

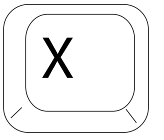
Para Open office



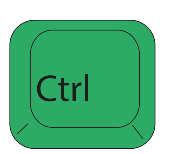
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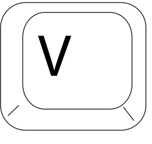
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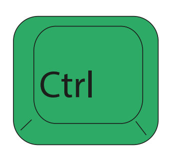
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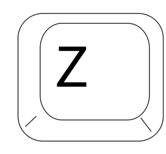
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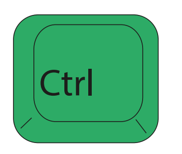
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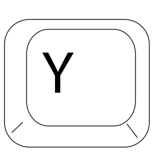
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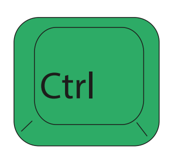
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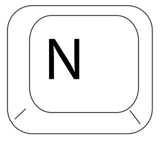
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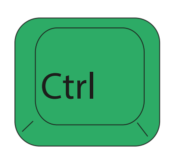
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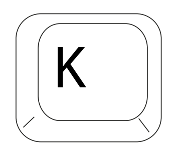
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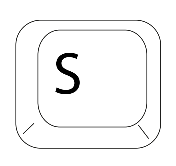
= Formato letra negrita



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= Formato letra cursiva



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= Formato letra subrayada

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